



The John Wesley Church of England & Methodist Aided Primary School

Wraparound Childcare Policy

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| Adapted/Written for The John Wesley CEM Primary School | October 2024 |
| Adopted by Governing body | October 2024 |
| Version control | V1 |
| Review date | October 2026 |

Flourishing in F.A.I.T.H. (Family, All Included, Thriving & Healthy)

At 'The John Wesley Church of England & Methodist Primary School', our children & families are at the centre of everything we do. In our inclusive & unique learning community with two distinctive Christian Foundations, every experience enables all to flourish as individuals so we thrive together as God intended. We are blessed with beautiful outdoor & indoor spaces which we use fully to play and learn, nurturing one another mentally, physically, emotionally, academically and spiritually. We strive for our school community to keep being compassionate, loving, kind, responsible citizens who act wisely and keep giving.

Love your neighbour as you love yourself.

The John Wesley is a Church of England and Methodist Voluntary Aided Primary School and our Christian values are at the heart of everything we do.

- ❖ **Koinonia**
- ❖ **Love**
- ❖ **Compassion**
- ❖ **Wisdom**
- ❖ **Forgiveness**
- ❖ **Service**

These are underpinned by our learning values:

- ❖ **Promoting curiosity** – asking questions, delving deeper and analysing
- ❖ **Developing communication** – listening, empathy and relationship-building
- ❖ **'Prove it' opportunities** – problem solving, decision making and exploration
- ❖ **Sharing views and opinions** – visual, spoken and written
- ❖ **Encouraging creativity** – innovation, imagination and spirituality

Our whole school vision is built upon and guided by these. Every school policy is written with this in mind and implemented in way that reflects our vision of our children, '**Flourishing in F.A.I.T.H**' (Family, All Included, Thriving & Healthy)'.

WRAPAROUND CHILDCARE POLICY

1. INTRODUCTION

The government expects all schools to have wraparound childcare on the school site, unless there is a reasonable justification not to, having considered all support available. The John Wesley CEM Primary School provides the children of our school the opportunity of wraparound childcare, to attend Breakfast Club and Teatime Club. The childcare provision is an extension of The John Wesley CEM Primary School and therefore operates in line with the school's vision, ethos and values.

Wraparound Childcare is defined as childcare that 'wraps around' the conventional school day, i.e. provision directly before and after the school day, during school term time for school-age children. It can also refer to childcare provision in the school holidays.

There are many benefits to wraparound childcare, for children, families and schools. These can vary, but may include:

- Enabling parents to work or study
- Supporting vulnerable children
- Offering enriching activities that children enjoy
- Attracting parents to the school
- Supporting a soft start to the school day and better attendance
- Investing fees into the school or community facilities

The John Wesley CEM Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care and will support parents to access affordable and convenient wraparound childcare by delivering, or facilitating provision that is child-centred, easily accessible, and responds to the needs of their families. We also believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

2. LEGAL FRAMEWORK

2.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2024) 'Keeping children safe in education'
- DfE (2024) 'Wraparound childcare: guidance for schools and trusts in England'
- DfE (2024) 'Responding to requests for wraparound childcare'
- DfE (2018) 'Charging for school activities'

2.2 This policy operates in conjunction with the following school policies:

- Early Years Policy

- Administering Medication Policy
- Anti-bullying Policy
- Attendance and Absence Policy
- Thriving and Flourishing Relationships Policy
- Charging and Remissions Policy
- Child Protection Policy
- Complaints Procedures Policy
- Data Protection Policy
- Debt Recovery Policy
- Finance Policy
- Fire Safety Policy
- First Aid Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Whole School Food Policy

3. ROLES AND RESPONSIBILITIES

3.1 The Governing Board will:

- Ensure the school supports the LA to understand parental demand and, where relevant, existing wraparound provision in the school
- Ensure the school has school or private, voluntary or independent (PVI) provider run wraparound childcare on the school site, unless there is a reasonable justification not to
- Ensure the school responds to their community's wraparound needs by adhering to the right to request guidance
- Ensure the school contacts the LA when there is demand for wraparound childcare from parents at the school which is not being met
- Provide support to the head teacher in determining the most appropriate model of wraparound childcare provision
- Establish and agree the vision and aims of provision with stakeholders, including parents, governors, staff and PVI providers, where appropriate
- Ensure activities do not interfere with the school's responsibility to provide a high quality and safe teaching environment
- Ensure that the school has all necessary permissions from the landowner to use school facilities for wraparound provision
- Ensure the school has appropriate Ofsted registrations in place, where applicable.
- Hold the Headteacher and School Finance team to account for the performance of the Wraparound Childcare services
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school

3.2 The Headteacher will:

- Work with the LA wraparound lead and others in the sector, to identify how the school can support parents to access wraparound childcare
- Understand and meet the requirements and standards for delivering wraparound childcare, including:

- Robust and effective safeguarding and welfare practices that adhere to Keeping children safe in education (KCSIE) guidance
- Health and safety policies
- Inclusivity
- Having appropriate staff
- Ensure provision meets minimum safe standards of childcare and adheres to the law
- Recruit and manage staff required for the wraparound childcare provision
- Report to the governing board on the performance of the wraparound childcare provision
- Work collaboratively with the LA to ensure parents are, at a minimum, signposted to appropriate provision if the school is unable to have wraparound on the school site
- Ensure Wraparound Childcare provision does not require parents to pick up or drop off their children between the school day and wraparound
- Establish a clear and transparent Charging and Remissions policy, including the details of any extra charges being applied, where appropriate and necessary
- Check the school has the appropriate policies and agreements in place to deliver and run the wraparound care provision

3.3 The School Finance Team will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the Headteacher as to whether the school should provide the service and how it should be delivered, i.e. school run or by private, voluntary and independent (PVI) providers
- Promote and support government subsidies such as Tax-Free Childcare (TFC) and Universal Credit (UC) Childcare
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service
- Ensure that the appropriate insurance is in place for any new childcare service
- Take responsibility for the day to day financial administration of provision
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security

3.4 The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations

3.5 The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures
- Ensure that any additional staff recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children

4. WRAPAROUND CHILDCARE: AN OVERVIEW

Wraparound childcare is defined as childcare that ‘wraps around’ the conventional school day, i.e. provision directly before and after the school day, during school term time for school age children. It also refers to childcare provision in the school holidays. Provision should:

- Be regular
- Have longer hours
- Be more dependable for working parents
- Not require parents to pick their children up from school and drop them off at another location

The school understands that wraparound childcare can be:

- On a school's site, run in-house by the school or in partnership with a provider
- At a nearby school or private, voluntary or independent (PVI) provider

The school is aware that parents, and prospective parents, can request that the school considers establishing wraparound or holiday childcare. The school will consider and respond to requests from both parents and PVI providers.

The school is aware that parents can make a request for children from reception up to the end of KS2. Provision will be made available to any registered children at the school, aged 4 to 11.

5. HEALTH AND SAFETY

5.1 The school will ensure that all members of staff at the school are aware of their responsibilities and duties as set out in the school's Health and Safety Policy. All members of staff will be responsible for:

- Recording incidents, accidents and near misses
- Maintaining a safe environment for children and adults
- Taking part in any relevant health and safety training

6. SAFEGUARDING

6.1 The school will consistently operate on the basis that safeguarding and promoting the welfare of children is everyone's responsibility. The school will ensure that its wraparound childcare provision is a safe and happy place for children, that parents feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

6.2 The school will ensure that all members of staff are suitable to be working with children in wraparound care – anyone without the appropriate checks will not be permitted to work without them.

6.3 Child protection and safeguarding extends to all wraparound care provision, and the school will ensure that all staff involved in the provision of wraparound care have read and adhere to the Child Protection Policy. The Child Protection Policy is provided to all staff involved in wraparound care upon induction.

6.4 The school is aware that it is responsible for ensuring appropriate safeguarding policies and processes are in place, and that its arrangements for child protection will apply to any childcare provision provided by the school on-site.

The school will ensure that it:

- Follows the statutory guidance in KCSIE
- Meets the Childcare Register's requirements, even if it is not eligible for registration on the Childcare Register
- Makes sure that all staff receive safeguarding training and that they know the identity of the DSL, or deputies, and how to contact them
- Makes sure that all staff have obtained an enhanced DBS check
- Makes sure it has appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly
- Follows the safeguarding and welfare requirements within the EYFS statutory framework when children in Reception year or younger are being cared for

7. INCLUSION

7.1 The school understands that, under the Equality Act 2010, it has a duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality between different groups
- Foster good relations between different groups
- Promote mental health and well-being

7.2 The school will ensure it adheres to the statutory requirements set out within the Equality Act 2010, and acts in line with the school's Equity Policy and SEND Policy. The school will ensure that all wraparound providers make childcare inclusive and accessible for all children, including children with SEND and children considered vulnerable.

The school will make sure that wraparound childcare provision is inclusive and considers the following

- Having an appropriate offer for children with SEND, including appropriate staff-to-child ratios
- Making sure all staff are appropriately trained to deliver high quality, accessible and inclusive provision
- Having a plan to ensure it can identify the needs of children with SEND – this may include working with school SENCOs
- Understanding its responsibility to have arrangements in place to safeguard and promote the welfare of children
- Having properly vetted staff before they care for children
- Ensuring all staff are appropriately trained to deliver high quality, accessible and inclusive provision
- Speaking to families regularly to understand individual needs and how these may change
- Determining what transport arrangements may be necessary

7.3 Where necessary, the school will make reasonable adjustments for children with disabilities to access the provision. Where reasonable adjustments are required, the school will ensure that parents are not expected to contribute to any of the costs incurred. Where adjustments are deemed unreasonable by the wraparound provider but are necessary for the child to access the provision, parents may be asked to cover the associated costs.

8. ADMISSIONS

Wraparound childcare provision will be made available to any children aged 4 to 11. The school will provide spaces for anyone who needs to attend our wraparound provision. The pupil premium budget may be used to enable disadvantaged pupils to access wraparound childcare where needed.

9. FEES AND FINANCES

9.1 The school is aware that, for wraparound childcare to be accessible to parents and be sustainable, it must be affordable.

The school will therefore:

- Make places as affordable as possible for parents
- Support and promote the use of government funding to help with the cost of childcare, such as Tax-Free Childcare and Universal Credit Childcare, by publishing information on the school website, school letters and school newsletters
- Consider how parents access and pay for wraparound care, such as through online applications, and how to administer the government childcare support schemes
- Benchmark prices against other wraparound provision in the area
- Determine what charges need to be made to maintain the financial viability of provision
- Ensure the school has a charging and remissions policy in effect, which is published and available for parents' inspection

The school is aware that, for parents to be able to access the Tax-Free Childcare and Universal Credit Childcare government subsidies, the wraparound childcare provision must be registered with Ofsted.

The school will ensure that any on-site wraparound childcare provision is registered with Ofsted and subject to inspection under the education inspection framework.

All charges associated with wraparound childcare provision will be applied in line with the conditions set out in the school's Charging and Remissions Policy and the Extended Services Policy.

In line with government guidance on charging for school activities, any charge made in respect of individual pupils attending wraparound provision will not exceed the actual cost of providing the service.

The standard daily fee for attending the Breakfast Club will be £3.00, the Teatime Club will be £8.00 (£8.50 on a Friday).

The following conditions will also be in place:

- All fees must be paid in advance
- Fees will be paid via Arbor
- The clubs accept childcare vouchers
- There is a fee of £5 every 15mins for the late collection of children

10. STAFFING

10.1 The school will identify the most appropriate people to deliver wraparound care, taking into account existing staff contracts and arrangements, and the mix of skills and experience required. The school will exercise financial prudence when taking on additional staff and seek the best rates available.

10.2 Ratios

In accordance to DfE 'National Wraparound Childcare Programme Handbook' and to DfE 'National Wraparound Childcare: Guidance for Schools' February 2024, where provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children.

10.3 When determining staffing levels, the primary concern of the school will be in ensuring the safety and welfare of children. The school will take into consideration the following:

- The number of staff are needed to ensure the safety and welfare of children
- The types of activity children will be engaged in
- The age and needs of the children, including SEND or medical needs
- If any children need 1:1 support
- Safeguarding

10.4 The school will also ensure there is:

- A process for staff absences to make sure you can continue to meet the correct ratios
- Enough staff to supervise children when eating or drinking.
- Enough staff to support a child who is taken ill or requires medical attention.

10.5 Where children who normally attend our EYFS classes during the school day attend the wraparound provision, the school will ensure that sufficient staff are employed as stated in the 'Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school based providers'.

10.6 Qualifications and training

The school is aware that, for school-aged children, there are no specific staff qualification requirements and the school will therefore take responsibility for considering staff qualifications and training requirements.

When considering what level of training is required, the school will consider the individual needs of the children attending the provision and any requirements set out by the relevant regulatory bodies.

If children in EYFS are present, at least one person who has a current Paediatric First Aid certificate will be on the premises and available at all times – the certificate will be for a full course consistent with the criteria set out in Annex A of the Early Years Foundation Stage statutory framework.

11. OFFERING FOOD

The school is aware that offering food is an optional element of wraparound provision. The school is also aware that, for Breakfast or Teatime Clubs which are either on school premises, or on other premises that the LA or school governing board have requested, it must adhere to The School Food Regulations 2014, which apply to all food and drink provided to pupils on school premises up to 6:00pm.

When offering food and drink as part of Breakfast Club and Teatime Club (our wraparound childcare), the school will:

- Be registered
- Ensure it meets the appropriate food regulations
- Ensure that anyone handling food receives appropriate supervision and training in food hygiene
- Provide healthy and nutritious food that meet the requirements for The School Food Regulations 2014 and comply with allergen regulations and:
 - Be aware of pre-existing food allergies, intolerances or coeliac disease.
 - Have processes in place to ensure the availability of safe food options.
- Minimise the chance of choking incidents when looking after children aged 5 years old and under by making sure:
 - Staff know how to prepare food appropriately for their age and development
 - Children are within the sight and hearing of a member of staff when eating
- Be aware of any medical, religious or cultural requirements when considering individual pupils' needs

12. ARRIVALS AND DEPARTURES

12.1 The school is fully committed to the safety and security of all the children in its wraparound childcare provision; therefore, several procedures will be implemented for children arriving at before- or after-school care provision:

12.2 Breakfast Club Sessions

- Parents of EYFS, Year 1, 2, 3, 4 children will then walk to the Extended Schools Mobile building, drop their child off and physically sign their child in. Parents of the Year 5 & 6 children will be able to be dropped off at the gate but parents have to verbally state who their child is at gate
- Attendance is recorded on the Breakfast Club's register

- Breakfast Club staff escort them to their respective classes at the end of each session. KS2 children are escorted into building and then sent to classes. However, all messages are delivered directly to teachers by Breakfast Club staff.
- If parents have booked the children into Breakfast Club and they are not attending, parents must contact the Wraparound Childcare mobile phone number as soon as possible in the morning, but by 08:00.

12.3 Teatime Club Sessions

- Parents will collect their child from the Extended Schools Mobile building and sign them out
- School staff will drop-off KS1 children and sign them in at Teatime Club. KS2 pupils will be able to find their own way and a register is done immediately to ensure they all arrive. If a pupil arrives at the mobile building, but is not on the register, a staff member will check with the school and they will be added to the register to be charged
- Where pupils attend school and paid after school clubs at end of day in school and are attending Wraparound Care afterwards, Teatime Club staff will collect them from the school club
- Where there are children booked to attend Wraparound Care but have not arrived, the club will call the school and then children's parents immediately
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in section 14 of this policy
- If parents have booked the children into the Teatime Club and they are not attending, parents must contact the School Office as soon as possible or on the day, but by 15:00 so they can let the staff and classes know

13. INVOLVING PARENTS

The school aims to achieve effective communication with parents; therefore, it will have the following protocols in place to ensure effective information sharing:

- Parents are welcome to visit the facilities before their child attends
- All the school's policies will be available on the school's website, and hard copies will also be available upon request
- All members of staff will take note of information from parents that could affect the happiness and well-being of their child
- Parents will be welcomed at drop-off and collection times to exchange information and provide updates on their child's well-being
- Regular surveys will be conducted to collect feedback and improve service

14. UNCOLLECTED CHILDREN

Staff members will do their best to ensure effective communication between the school wraparound provision and parents.

In the event that a child is not collected from the Teatime Club at 6pm, the staff will:

- Establish if a message has been left by the parent/carer
- A member of staff will attempt to contact the parent using the details provided from school records/ registration forms

- If contact is not made, a message will be left asking for them to contact the Wraparound Childcare mobile phone number immediately
- The member of staff will then attempt to reach the emergency contacts listed on school records because if the child has not been collected by the end of the club's registered session and contact with the named parent has not been established, the staff must contact other authorised collectors from the registration form
- A member of staff must remain near the mobile in order to receive the call as the main school phone line does not receive incoming calls after 17:00
- For the duration of the wait, the child will be supervised by two members of staff

The staff will inform the Headteacher (DSL) or one of the deputy designated safeguarding leads if the DSL is unavailable.

If the parent is more than 15 minutes late and no contact, the following procedures will be followed:

- If members of staff have not reached the parent or any of the emergency contacts, they will begin safeguarding procedures, including DSLs contacting the Social Services and/or the police.

15. LATE COLLECTION FROM TEATIME CLUB AND ASSOCIATED FINES

If a child is not collected at the end of the Teatime Club session, then parents will be charged an additional charge.

If parents are late picking up after 18:00, they will incur a £5:00 charge and then for every 15 minutes they are overdue an additional £5.

16. MISSING CHILD PROCEDURE

The school will have procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school will ensure that it holds at least two emergency contacts for each pupil registered at our wraparound childcare provisions. All staff will be informed of the missing child procedure as part of their induction.

16.1 Non-arrival at Breakfast Club

If a child has been booked in, it is the parent's responsibility to inform Breakfast Club that morning before 08:00 or the Office the day before, that they will not be attending. Non-arrivals to the Breakfast Club will result in a call being made to the parents or carer at 08:05 to ascertain the whereabouts of a child if no message has been left on Wraparound Childcare mobile phone number. A charge may be applied for non-attendance without contact. The Breakfast Club is an extension of the school day and the child's absence will be considered a safeguarding concern.

16.2 Non-arrivals at Teatime Club

If a child has been booked in, it is the parent's responsibility to inform the Office as soon as possible or on the day, that they will not be attending. Non-arrivals to the Teatime Club will result in a call being made to the parents or carer by 15:25 to ascertain the whereabouts of a child if no message has been left with the Office or Wraparound Childcare mobile phone number. The Teatime Club is an extension of the school day and the child's absence will be considered a safeguarding concern.

16.3 Missing from Breakfast or Teatime Club

If at any time a child cannot be located, the following steps will be taken:

- All members of staff on school site will be alerted that a pupil is missing
- Members of staff will conduct a search of the premises and the surrounding area
- At least one member(s) of staff will stay with the other children involved in the childcare club, in order to prevent further problems and keep a calm atmosphere
- If the child is not located within 10 minutes, the police and the parents of the child will be informed
- The search for the child will continue until the police arrive
- The Headteacher will liaise with the police and the parents of the child

17. ILLNESS AND INJURY

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

All members of staff will be trained in first aid and are made aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes sick or suffers from upset stomach, the parents will be contacted and asked to collect their child
- If a child is ill with headaches, coughs etc, members of staff will contact parent to ask advice or monitor the child until the end of the session dependent of type of illness as per school policy. They will always let the parents know at pick-up
- If a child suffers a minor injury, first aid will be administered and policy will be followed for contact
- If a child suffers a major injury or becomes seriously ill, the following procedures will be implemented:
 - The parents of the child will be notified immediately
 - If a child needs to go to the hospital, an ambulance will be called and a member of staff will accompany them if parents can not get to school prior to them leaving for the hospital
 - Following the incident, members of staff will conduct a review of the incident in order to prevent any such incident from occurring in the future

18. MEDICATION

All members of staff will always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff will be made aware of the importance of administering prescribed medication to children. The school and its clubs will understand that parental consent is crucial and will have the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms will be checked to see if the medication has been approved by the parent
- When a member of staff administers medication, another member of staff will witness the process
 - Details of the process will be recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff will not administer it. The parent will be notified immediately
- If a certain medication requires training to administer, only members of staff with the relevant training will administer it
- If there are changes to the dosage or frequency of the medication, the changes will be recorded on the medical forms. Parents will be required to sign the forms again before any change in procedure is agreed

19. BEHAVIOUR

The school's Wraparound Childcare services will be subject to the existing Thriving and Flourishing Relationships (Behaviour) Policy; behaviour concerns will be reported to the parents of the child.

If the behaviour of the child is unacceptable for the safe and efficient running of the club and does not follow the school's Thriving and Flourishing Relationship (Behaviour) Policy, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

20. ANTI-BULLYING

The school has a strict Anti-bullying Policy which will be implemented at all times, whether in school or in the Wraparound Childcare Provisions.

Any child who is the victim of bullying will be supported in a sympathetic and friendly manner. If bullying is reported, it will be noted and investigated by a member of staff and the parents of both children will be informed. The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures will be adhered to:

- All incidents will be dealt with in a sensitive and thorough way

- Victims of bullying will have the chance to discuss what happened with a member of staff
- Victims of bullying will be reassured that the case will be taken seriously
- Victims of bullying will be monitored to ensure further incidents do not occur
- If another pupil reported the incident, they will be reassured that they did the right thing
- The child who is accused of bullying will discuss their behaviour to gain an understanding of why it was inappropriate
- If the bullying persists, more serious action, such as exclusion, will be considered
- All incidents will be reported to the Headteacher and incidents will be recorded and investigated

21. EMERGENCY CLOSURES

In exceptional circumstances when the whole school has to close, such as adverse weather conditions, heating failure or serious illness, the Wraparound Childcare clubs will be closed.

In the case of a critical incident or emergency, the Wraparound Childcare staff would follow policy and procedures.

22. MONITORING AND REVIEW

This policy will be reviewed annually by the Headteacher and the Governors. The scheduled review date for this policy is October 2026.